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UNITED STATES DEPARTMENT OF AGRICULTURE
PRODUCTION AND MARKETING ADMINISTRATION
Washington 25, D. C.

Number 85
March 31, 1947

Reserve

PROCEDURE TRANSMITTAL

NOTICES

PERSONNEL DESIGNATION: During the absence of Mr. Carl Farrington, Assistant Administrator, Mr. W. G. Finn is acting in his place.

ADDRESS CHANGE: After March 28, 1947, the New York field office of the Shipping and Storage Branch will be located at the Federal Building, 90 Church Street, New York 7, New York. The telephone will be Rector 2-9100. The mailing address for this office remains unchanged: USDA, PMA, PO Box 422, Church Street Station, New York.

NEW RELEASES

ADMINISTRATIVE
NOTICE NO. 53
3-20-47

DISCLOSURE OF INFORMATION TO UNAUTHORIZED PERSONS: Advises employees to exercise reasonable precautions to satisfy themselves that persons representing outside agencies have adequate authorization and identification.

PMA MANUAL
INDEX COVER
SHEETS

MA MANUAL INDEX COVER SHEETS: Place as a binder on the Subject Index to PMA Manual Instructions. Index may be filed in PMA Procedure Manual or used as separate pamphlet for ready reference.

110.7
3-14-47

ABOLITION OF THE OFFICE OF REQUIREMENTS AND ALLOCATIONS AND THE OFFICE OF FOREIGN PROGRAMS COORDINATION: Reprinted. Remove mimeographed copy from the Manual. Insert attached copy.

127.1
3-20-47

PREPARATION AND DISTRIBUTION OF ABSTRACTS: Revised to preclude the preparation of abstracts of sales contracts covering surplus property unless PMA has taken custody of the surplus property sold.

249.1
3-17-47
(Supersedes
249.1
12-20-46)

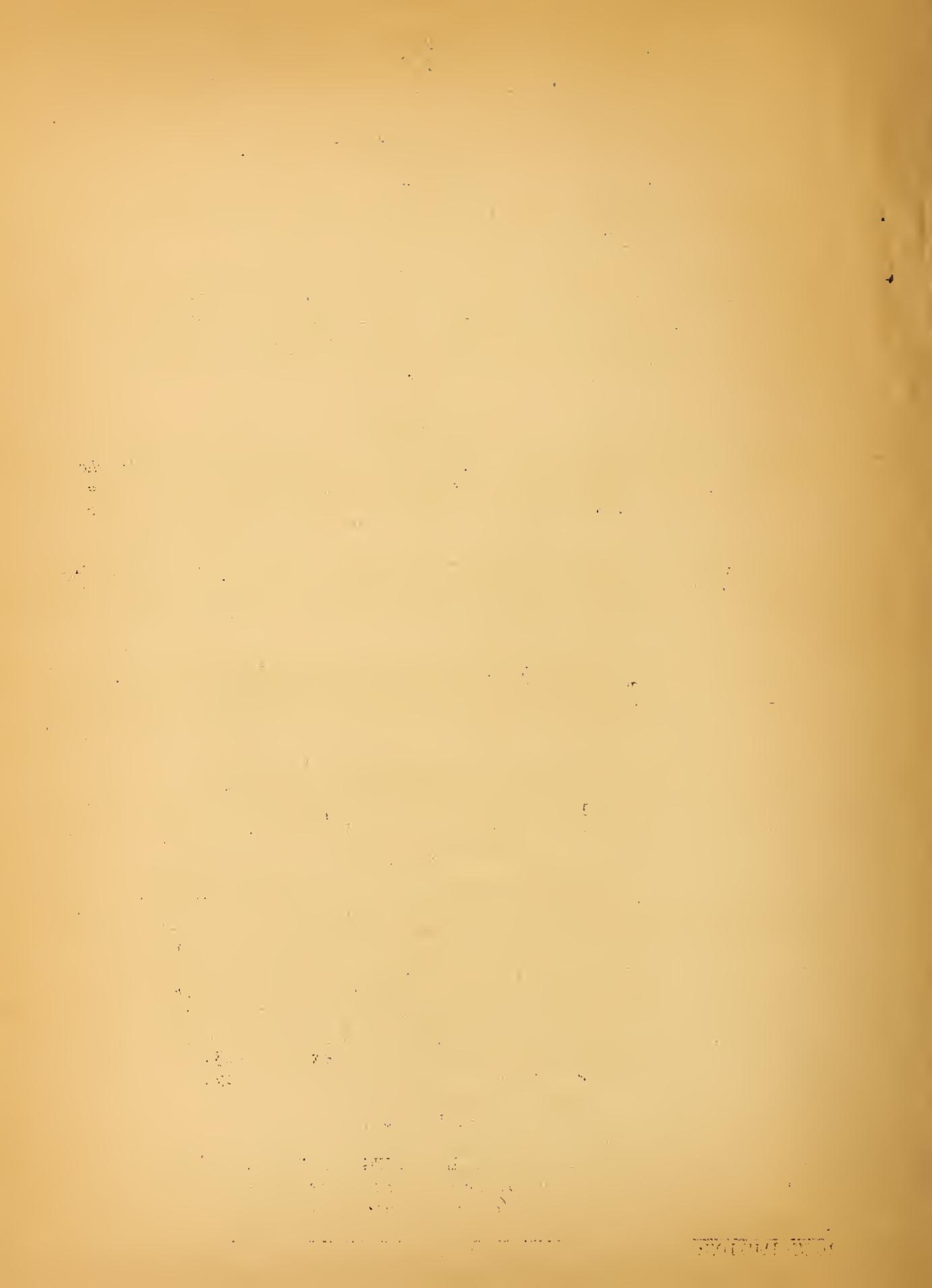
REPARATION AND SUBMISSION OF TIME AND ATTENDANCE REPORT - WASHINGTON: To expedite lump-sum payments, paragraphs II D 1 d and II F and G are revised to require the preparation and submission of separate SF-1135's for employees who leave active duty during the pay period. The separate SF-1135's must be received in the Fiscal Branch on the day following the employee's last day of duty. (Distributed separately to A (except A-13,14) Washington only; W (except W-13) Manual holders only.)

(Forms Manual Insertions)

10-546
5-7-46

NOTICE OF PERSONNEL CEILING ALLOTMENT: Remove from the Manual Forms Manual Insertion dated 5-10-46. Insert attached Forms Manual Insertion dated 3-12-47.

DISTRIBUTION: A,L



ABOLITION OF THE OFFICE OF REQUIREMENTS AND ALLOCATIONS
AND THE OFFICE OF FOREIGN PROGRAMS COORDINATION

Administration
Organization
General

I ABOLITION

Effective immediately, the Office of Requirements and Allocations and the Office of Foreign Programs Coordination are abolished.

II DESIGNATION OF ASSISTANT TO THE ADMINISTRATOR FOR INTERNATIONAL FOOD SUPPLY PROGRAMS

Such coordinating and general liaison functions as continue are assigned to Mr. Stanley Andrews, who will act as Assistant to the Administrator for International Food Supply Programs. In order to carry out his responsibilities, he is designated as the Department's (a) representative on the Sub-Cabinet Committee on the World Food Program, (b) alternate representative on the International Emergency Food Council, and Central Committee, (c) second alternate on the Bi-Zonal Food Committee. The Assistant will act for the Administrator in determining policies and provide a central point of contact within the Production and Marketing Administration for (a) formulating United States export programs, (b) receiving and appraising other governmental and foreign food requirements and reviewing allocations, (c) following up with the branches of the Production and Marketing Administration and other agencies to see that these programs are carried out, (d) contract preparation and clearance, and (e) liaison with Department of Commerce on all matters concerning export licensing.

III RESPONSIBILITY OF THE ASSISTANT ADMINISTRATOR FOR FISCAL AND INVENTORY CONTROL

Reconciliation and claims coordination work formerly performed by the Office of Foreign Programs Coordination shall be the responsibility of the Assistant Administrator for Fiscal and Inventory Control.

IV COMMODITY BRANCH RESPONSIBILITY

Commodity branches shall have primary operating responsibility for all foreign food supply programs. However, they shall look to the Assistant to the Administrator for advice and direction in carrying out these programs. The commodity branches for assigned commodities shall (a) determine the United States supply position, (b) review and appraise foreign food requirements, (c) initiate allocation and export program recommendations, (d) carry out all commodity operations to complete approved programs and (e) represent PMA on the International Emergency Food Council commodity committees as assigned.

IV PERSONNEL AND FUNDS TRANSFER

Disposition of personnel, property and records will be determined by the Director of the Budget and Management Branch in collaboration with the branches concerned as soon as possible.

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PREPARATION AND SUBMISSION OF TIME AND ATTENDANCE REPORT - WASHINGTON

Fiscal
Payrolls
Reports

I PURPOSE

This Instruction establishes procedure for maintaining time and attendance records of all Washington employees covered under the Leave Acts and Uniform Leave Regulations on Standard Form 1135 or SF-1135 1136, "Time and Attendance Report." Ordered overtime shall not be maintained on these forms. The Federal Crop Insurance Corporation and Field Service Branch are excepted from following this Instruction, since they now operate under a centralized leave system.

II TIME AND ATTENDANCE REPORT, SF-1135 OR 1136

The forms differ in size. SF-1135 is used to maintain the records of twelve employees or less; SF-1136, of more than twelve employees. Hereafter, there will be no mention of SF-1136 but it may be used in place of SF-1135. SF-1135 is used to record daily attendance and absence of employees, and acknowledgment by employees of leave taken, except when Standard Form 71, "Application for Leave," is submitted. SF-71

A Recording Officers - The administrative officer of each branch or staff office shall appoint a recording officer and alternate in each operating unit who shall be responsible for maintaining and signing SF-1135. More accurate time and attendance reports can be maintained if a recording officer is appointed for each working group of thirty employees or less. The administrative officer shall advise the Administrative Fiscal (AF) Division of the Fiscal (FI) Branch of the names of the employees so designated. Whenever it becomes necessary to relieve an employee of this duty, it shall be the responsibility of the administrative officer to notify the AF Division of such change and at the same time list the name of the new recording officer.

B Reporting Periods - Conform to established biweekly pay periods.

C Preparation of SF-1135 - Prior to the beginning of the reporting period, the recording officer shall prepare the form on the typewriter as shown in the Forms Manual Insertion arranging the names thereon in alphabetical order.

D Maintenance of SF-1135 - Recording officers are responsible for maintaining an accurate daily record of attendance and absence for the employees under their supervision. Recording officers may report their own time and attendance.

1 Recording Daily Attendance

a Postings should be made in ink or indelible pencil, and must be legible and accurate on the carbon copy.

PREPARATION AND SUBMISSION OF TIME AND ATTENDANCE REPORT - WASHINGTON

(II D 1)

b A check mark is used to denote an 8-hour workday. This entry should be made just prior to the close of business each workday.

c Add the names of new employees entering on duty during the pay period and indicate date of entrance on duty by typing immediately above the name, in the same space, "EOD 1 (date)."

d If an employee leaves active duty during the pay period, prepare a separate SF-1135 for that employee and indicate by typing or writing immediately above name, and in the same space, "Left active duty by ('Separation,' 'Military Furlough,' 'Leave Without Pay for More than Thirty Days,' 'Transfer,' 'Reassignment,' and so forth.) COB 2 or (hour) (date)." It should be noted that "transfers" indicate separations from the rolls of PMA whereas "reassignments" indicate the employee is to be reported by another branch, division or recording officer. Delete from the SF-1135 to be submitted at the end of the pay period the names of employees who leave active duty during the pay period.

e If an employee is present at a time for which leave has been approved and entered, draw a line through the recorded leave and insert a note under "Remarks" that the leave has been cancelled.

f If an employee works on a holiday no entry shall be made on SF-1135. However, performance of duty on a holiday should be reported on PMA-152, "Certification PMA-152 of Excess Overtime Performed."

2 Recording Daily Absence on SF-1135 - Post absences from duty as they occur or as approved in advance, subject to the determination of the AF Division as to the availability of the leave.

a When an employee is granted leave, the recording officer enters hours of absence on the first line of same block, code designating type of leave on second line, and initials on third line.

b The employee shall initial in the block directly under the absence. For periods of leave of more than one day, the employee shall initial only under the last day absent. If the

1/ "Entered on Duty"

2/ "Close of Business"

PREPARATION AND SUBMISSION OF TIME AND ATTENDANCE REPORT - WASHINGTON

(II D 2 b)

Fiscal
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absence continues into the following pay period, the employee shall initial the last date reported in each pay period. If the employee is unable to sign the SF-1135 on the last day of the pay period he shall submit a SF-71 upon his return to duty.

c For sick leave of 3 workdays or less which does not require a certificate, the employee shall initial in the block under the absence. For sick leave in excess of 3 workdays, the employee shall submit an executed SF-71 and a doctor's certificate to cover such absence or the employee must explain why physician was not employed. For absence of less than 3 days due to medical, dental or optical examination or treatment, the employee shall execute a SF-71 showing the name and address of the practitioner visited.

d When absence is supported by SF-71, the recording officer shall enter "SF-71" in lieu of the employee's initials.

e Compensatory time taken shall be reported as indicated on the Forms Manual Insertion.

E Detailed Employees - The recording officer from whom an employee is detailed shall maintain the SF-1135 of the detailed employee. Any leave taken by the employee must be supported by an executed SF-71 approved by the supervisor to whom the employee is detailed, who sends it to the recording officer maintaining the SF-1135.

F Certification - The recording officer totals and signs the SF-1135 on the last day of the reporting period after all leave has been indicated except the separate SF-1135's for employees who have left active duty during the pay period which are certified on the day following the employee's last day of duty. This certification is qualified as indicated in paragraph II D 2.

G Transmission - To avoid the possibility of delay in receipt of salary checks, the executed SF-1135 (in duplicate with available SF-71's attached) must be received in the AF Division not later than 10 a.m. on the Monday following close of pay period. The only exception is the separate SF-1135's for employees who left active duty during the pay period. These SF-1135's must be received in the AF Division on the day following the employee's last day of duty.

H Supplemental Reports - When a change must be made in SF-1135 after it has been sent to the AF Division, the recording officer shall prepare a "supplemental" SF-1135 listing only the name or names of the

PREPARATION AND SUBMISSION OF TIME AND ATTENDANCE REPORT - WASHINGTON

(II H)

persons whose record must be changed; clearly mark "supplemental" at the top of the form; and transmit it to the AF Division.

I Delivery of Salary Checks - One or more employees shall be designated by the administrative officer to receive checks for his branch. A copy of the designation should be forwarded to the AF Division of the FI Branch. The duplicate copy of the SF-1135 will be returned with the salary checks for the period covered by the time and attendance report. Any changes made by the AF Division will be indicated in red.

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